



Building Inspector Community and Development Services

Position Summary:

Reporting to the Manager of Building Services/Chief Building Official (CBO), the Building Inspector is responsible for inspecting all construction and ensuring the construction complies with provincial regulations. This role reviews construction drawings to ensure compliance with all applicable codes. In the absence of the Manager of Building Services/CBO and the Deputy CBO, the Building Inspector designated by the Director or Manager will assume the duties of the CBO. In such instances, the position will be called Acting Chief Building Official.

Key Responsibilities:

- Conduct on-site inspections for all building categories to ensure compliance with the appropriate provincial acts, codes and municipal by-laws.
- Undertake plan reviews and permit applications to ensure Ontario Building Code (OBC) compliance.
- Conduct on-site inspections of all work in progress in the Municipality, ensuring that contractors, owners, and agents comply with the appropriate provincial acts, codes and by-laws.
- Note job conditions and infractions of regulations and enforce contractors, owners and agents to comply. In the event of non-compliance, issue Orders to Comply.
- Participate in the prosecution of code violations, including court testimony as required.
- Investigate construction activity to determine whether a permit is required under the OBC.
- Address inquiries from contractors and the public on building-related matters.
- Comply with applicable provincial and municipal legislation including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, and the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge, and Skills:

- Must have a post-secondary diploma in a related field such as engineering technology, architecture, construction, or a related discipline.
- Must have a Certificate of Appointment (BCIN) Building Code Identification Number through the Ministry of Municipal Affairs and Housing as an inspector for the enforcement of the Building Code or provide this information showing Ministry-required qualifications within a set number of days of employment.

- Must have at least three (3) years of experience in the municipal or construction industry, including experience directly related to inspection or construction and client relationship management.
- Candidates must hold the mandatory provincial qualifications in the following categories as set out in the OBC and regulations, namely:
 - General, legal or powers and duties of CBO
 - House
 - On-site sewage
 - Building services
 - Detection, lighting and power
 - Plumbing all buildings
 - Building structural
 - Large buildings (include all buildings in all areas)
 - Small buildings
 - Complex buildings
- Preference will be given to candidates enrolled with the Ontario Building Officials Association (OBOA) and working towards a Certified Building Code Official designation.
- Must participate in the Ministry of Housing training courses and examinations as required.
- Must maintain current with all Building Code changes and qualifications as required.
- Must be familiar with municipal by-laws and other relevant legislation.
- Must have experience demonstrating good report writing skills; effective organization and interpersonal skills; exercising tact and good judgment; and comprehensive ability to read and interpret blueprints and related construction drawings.
- Experience with Cloud Permit and inspection software would be an asset.
- Must have experience demonstrating effective written and verbal communication skills.
- Must possess and maintain a valid Ontario Class 'G' Driver's Licence.

Hours of Work and Working Conditions:

35 hours per week with the possibility of some overtime during peak periods. Some travel may be required.

Employee Group:

Non-union.

Closing Date:

Applications must be received by 11:59 PM, Sunday, August 10, 2025.

How to Apply:

Interested candidates must apply online through our website, leamington.ca/careers

We thank all applicants; however, we will contact only those selected for an interview. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761